



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

Holder Representative/ Stock and Security

Job Description: This position is responsible for receiving and uploading annual reports of unclaimed property with a focus in stocks and securities. The responsibilities listed below detail the duties.

Responsibilities:

Primary:

- Securities and Stocks
- Ability to effectively communicate with transfer agents, brokers, reporting agents, private companies, and fund companies
- Work closely with our custodian regarding sale, tracking and reconciliation of unclaimed securities and mutual fund.

Secondary:

- Set up annual Holder reports in Unclaimed Property database.
- Data entry (manual and electronic) of owner records from Annual Holder Reports.
- Set up receipts for funds received from Annual Holder Reports.
- Prepare checks delivered to Unclaimed Property for deposit in appropriate account and deliver deposits to the Treasurer's Office, per established deadlines.
- Balance Holder reports in database (report record equals receipt total owner records).
- Assist Holder with change of information (names, address, contact person or phone number).
- Contact Holders about reports that are submitted incorrectly or that do not balance.
- Educate Holders with reporting procedures and requirements.
- Instruct Holders with using the Holder Reporting System (HRS).
- Other duties as assigned.

Qualifications:

- Bachelors or Associates degree required.
- Prior administrative work experience in the banking or finance industry.
- Familiar with banking terminology.
- Banking transaction experience.
- Knowledge of generally accepted accounting principles.
- Experience in general stock market practices.
- Knowledge of securities and mutual fund industries.
- Experience in mutual fund transaction processing.
- Possess a sense of urgency; proven ability to work under pressure and meet deadlines.
- Proven team-working skills.

- Ability to be proactive and take initiatives.
- Ability to assess and analyze issues.
- Excellent organizational skills.
- Detail oriented.
- Ability to identifying and resolving problems by using strong analytical techniques, innovative approaches and taking initiative in preventing and solving problems (problem solving);
- Identifying and resolving problems by using strong analytical techniques, innovative approaches and taking initiative in preventing and solving problems (problem solving);
- Ability to prioritize and work flexibly as new projects or issues develop.
- Proven strong verbal and written communication skills.
- Proven strong customer service skills.
- Fluency in MS Office Suite (specifically Excel, Word, Access and Outlook), Outlook programs; experience using database software and MW Excel preferred.